

Robert Smith

High School Intern

PERSONAL STATEMENT

Energetic and patient college student, pursuing a full-time opportunity in the technology industry with emphasis is process development or reliability testing.

WORK EXPERIENCE

High School Intern

ABC Corporation - October 2011 - December 2011

Responsibilities:

- Performed essential duties of the Front Desk/AYS, Kitchens and Restaurants, Maintenance, Accounting, and Housekeeping departments of a 390-room.
- Observed and interacted with medical professionals including oncologists, hematologists, radiation therapists, nurses, and medical.
- Worked as a clerical intern for the Sponsorship Program.
- Assisted Sponsorship Manager with updating case records, follow-up, and progress reports on children.
- Attended a semi-annual Sponsorship Convention and assisted with organizing events.
- Assisted Office Manager with day to day office functions like typing correspondence to parents, working with their database, mail management, and.
- Maintained and organized files/documents.

High School Intern

Delta Corporation - 2006 - 2011

Responsibilities:

- Be punctual, learn and gain career skills, and work with a number of people in a career based setting.
- Assisted office employers and delivered messages Took incoming calls, Conducted extensive research.
- Learned from a licensed contractor about company management Collaborated with various team members with in the field projects.
- Interns must act as assistant teachers by performing duties such as leading morning lessons, creating weekly cultural lessons, and assisting teachers.
- Shadowed a traffic engineer for two weeks and helped with projects for four weeks. The project this year was replacing traffic light underground wires.
- Used Microsoft Visio and Excel, learned new skills in Autodesk AutoCAD, and more experience with editing documents in Adobe Reader.
- Earned 10 dollars an hour and in six weeks finished an internship with 1,200 dollars.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office, Office Equipment.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Bachelor of Arts in Sociology with a Business Administration minor -
(University of Florida - Gainesville, FL)